

MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 2800 SW TOPEKA BLVD TOPEKA, KS 66611-1287	Date: 27 October 2016	Announcement No: 2016-083
OPEN TO: Current Title 32 AGR members of KSARNG.	Applications will be accepted until: 1500 hrs 3 November 2016	
POSITION TITLE, SERIES, AND GRADE: Human Resources NCO E6	APPOINTMENT FACTORS: See paragraphs below.	
LOCATION OF POSITION: REC & RET BN, Topeka, KS	Minimum Grade STAFF SERGEANT (E6)	Maximum Grade STAFF SERGEANT (E6)

QUALIFICATIONS:

- (1) AGR Soldiers must continue to meet medical standards of chapters 3, 4, or 5 of AR 40- 501 as applicable.
- (2) Applicants must be 42A qualified.
- (3) Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- (4) This position requires a Secret Security Clearance.
- (5) AGR applicants flagged in SIDPERS for security violation or pending any adverse actions will not be considered for transfer prior to lifting of the flag.
- (6) Must possess a valid state driver's license and be qualified to operate a GSA vehicle.
- (7) Individual must have a current, passing APFT and must meet height/weight standards prescribed in AR 600-9 **prior to the closing of this job announcement and upon selection.**

*** **Applicants must possess a displayed ability to write and edit documents.**

*** **Individuals with human resources at a brigade level experience preferred.**

*** **Must be able to pass a security check, receive a favorable background and Position of Significant Trust and Authority (POSTA) investigation.**

Selecting Supervisor: MAJ Christopher Coco at christopher.l.coco.mil@mail.mil or (785) 646-1019

POC for duty description: SGM Richard Haney at richard.j.haney10.mil@mail.mil or (785) 274-1935.

APPLICATION INSTRUCTIONS: All applications must be submitted via email to ng.ks.ksarng.list.hro-agr-applications@mail.mil

All Applicants must submit the following forms:

- (1) NGB Form 34-1, **20131111 Version only**, Application for Active Guard/Reserve (AGR) Position, signed and dated.
- (2) Enlisted Record Brief (ERB).
- (3) Personnel Qualification Record (PQR).
- (4) A current copy of Retirement Point Accounting Management (RPAM) Statement / NGB 23.
- (5) MEDPROS Individual Medical Readiness Record displaying evidence of: PHA completed within 12 months and HIV testing with-in last 24 months. **MEDPROS IMR Record can be obtained by accessing your AKO / Self Service / My Medical readiness / View Detailed Information (under any of the medical readiness status on right side of the screen) / IMR record (second document under Forms on left side of the screen).**
- (6) All DD Form 214s
- (7) Current DA Form 705 (Include DA 3349 if precluded from standard 3 event test) within 8 months for current AGR members.
- (8) Certified Height/Weight or DA 5500 or 5501 within 8 months of the closing date (May 2013 version only) if exceeds Screening Table Weight.
- (9) Current valid driver's license.

****If you need an ETP, your ETP request will need to be received by HRO prior to the job announcement closing date.**

* Ensure that the following information is reflected on the NGB 34-1: Tour Announcement number and current telephone number where you can be reached for an interview. Carefully read and comply with instructions contained on this job announcement so that all required information is included. Sign and date the application.

**** Please review your application for accuracy prior to submission to HRO. Any documentation missing requires a letter regarding the circumstances. NOTHING WILL BE ADDED TO THE APPLICATION AFTER THE TIME PROVIDED ON THE CLOSING DATE. Applications without all required documentation will be returned without consideration. Applications received after the closing date will be returned without consideration.**

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.